**Assigning Additional Competencies to a Position**

Occasionally, additional competencies must be added to a position and an individual's record (due to new requirements for the position). In order to track the history of the competencies assigned, it is necessary to establish a new position profile.

Note: If a position has had competencies assigned to it follow the following steps. If this is he first time competencies are being assigned to a position, see "Initial Assignment of Competencies to a Position" section of this manual.

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Manage Competencies (GBL)."

3. Click on "Use."

4. Click on "Role Competency."
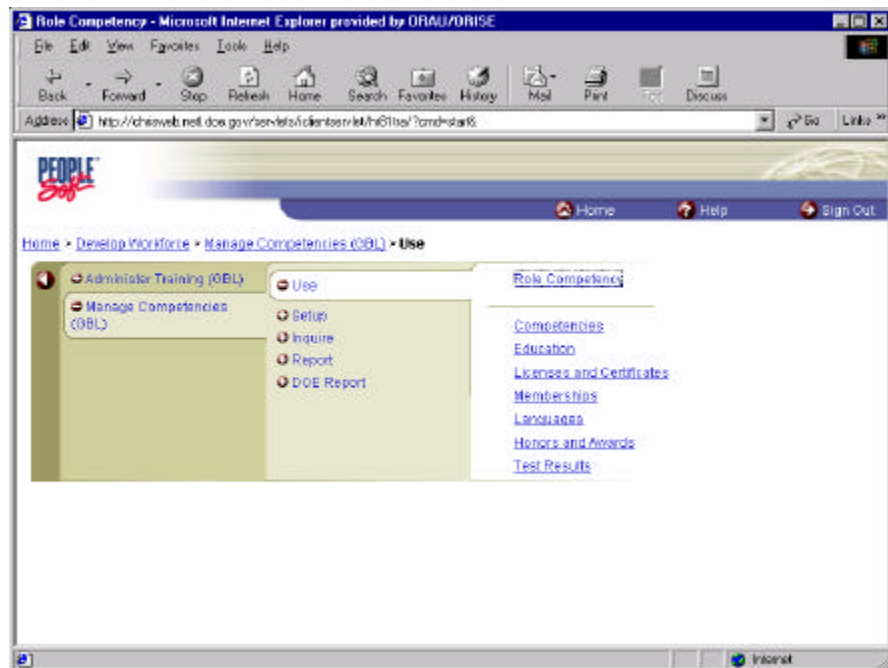
The "Role Competency" screen is displayed.

5. Enter the position number in the "Position Number" field and press the "Search" button.

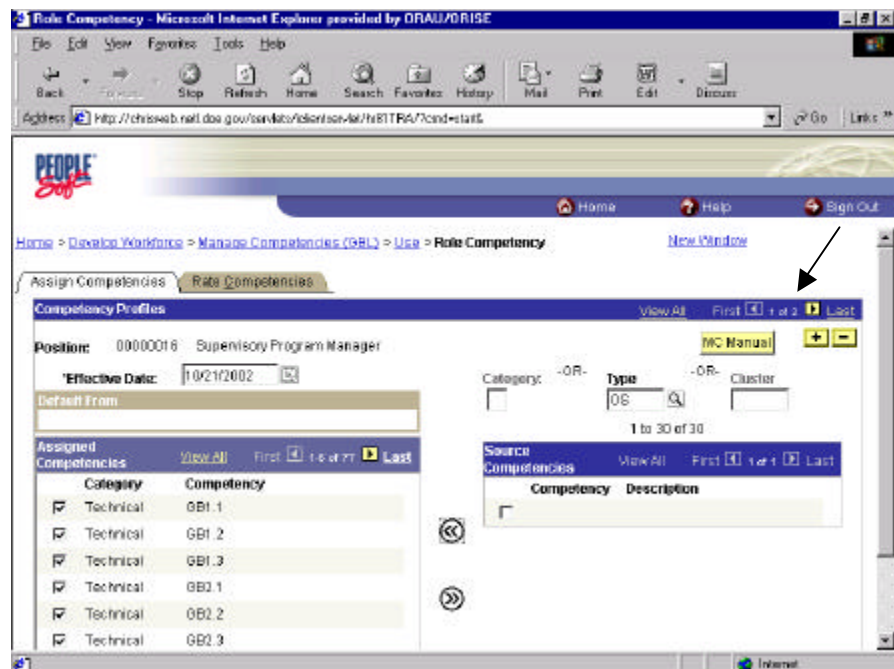The "Role Competency" screen is displayed.

6. Click on the ➕ sign to insert a row.

7.   Enter the new effect date by clicking on the calendar.

   Note: You can now assign competencies to the position by
   following "Initial Assignment of Competencies to a Position"
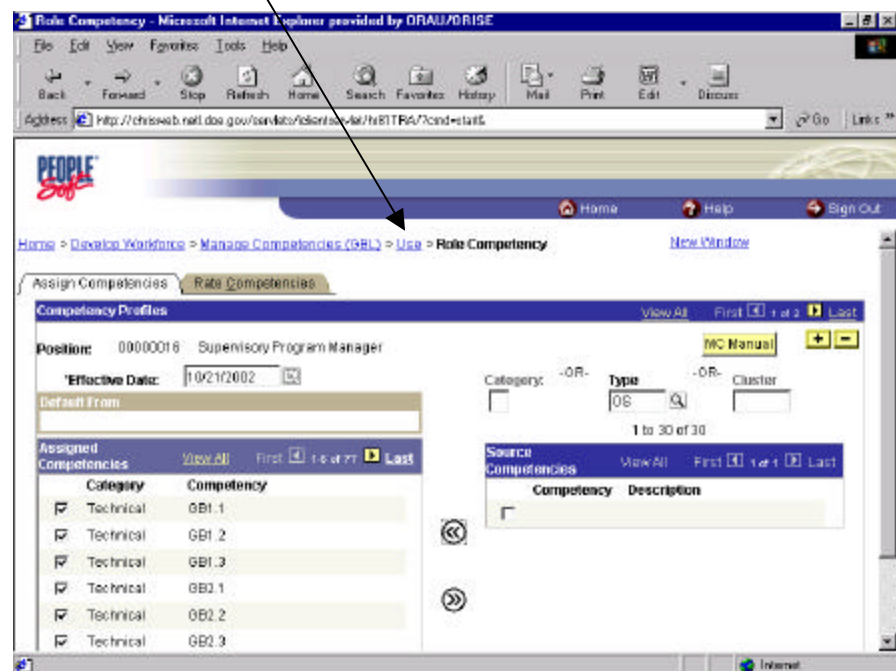   (page 14).

8.   Click on the "Save" button.

   Note: The task bar on the "Competency Profiles" now indicates that
   there is more than one profile established for this position.

To assign the new profile and competencies to the employee:

9.   Click on "Use."

The "Use" screen is displayed.

10.   Click on "Competencies."

The "Find an Existing Value" screen is displayed.

11. Enter the employee ID in the "EmpID" field and click the "Search" button.

The "Competency Evaluation" screen is displayed.

12. Click on ![+] sign to add a new "Evaluation ID."

   Note: The Evaluation ID number 02 has been established and the "Competency Evaluation" tool bar shows 2 of 2 evaluations.

13. Click on the "Competency Verification" tab.

   The "Competency Verification" screen is displayed.

Note: The most recent profile with an effective date displays first. To review the previous profile click on "View All" or the "First" button.
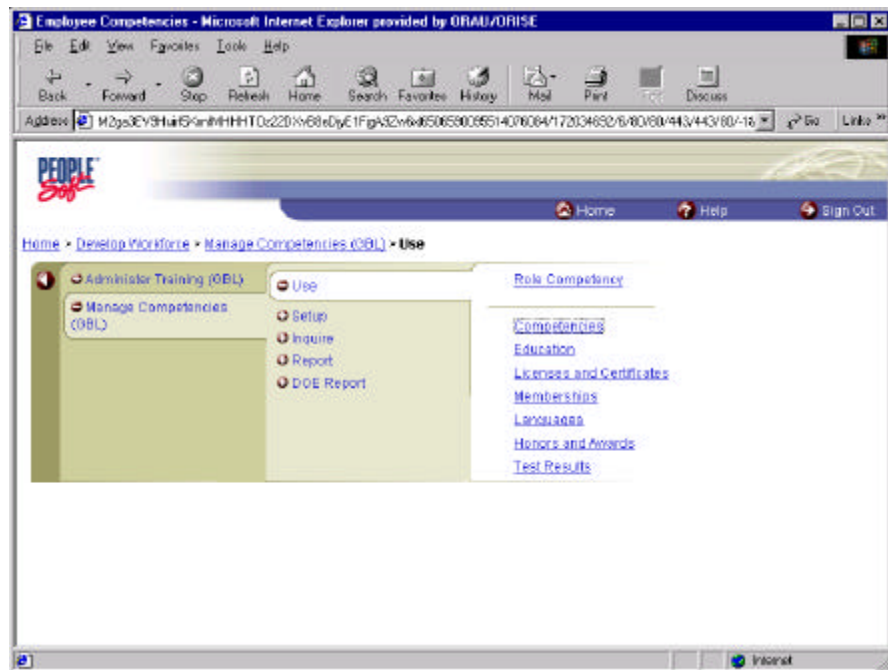
Each time a new profile is added to the position, a new "Evaluation ID" must be established in the employee record.

Assigning Additional Competencies to an Individual

There are situations when it is desirable to add competencies to the employee's record without assigning them first to the position.

To assign additional competencies to an individual:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Manage Competencies (GBL)."

3. Click on "Use."

4. Click on "Competencies."

The "Find an Existing Value" screen is displayed.

5. Enter the employee's last name in the "LastName" field and click on "Search."

The "Competencies" screen is displayed.

6. Click on the "Competency Verification" tab.

The "Competency Verification" screen is displayed. If more than one "Competency Profile" exists, select the appropriate profile.

7.   Click on the far right arrow (▶) to view the last record.

8.   Click on the ⊞ to add a row.

A blank row is displayed as the last record.

9.   Enter the competency number or click on the magnifying glass to the right of the "Competency."

The "Lookup Competency" screen is displayed.
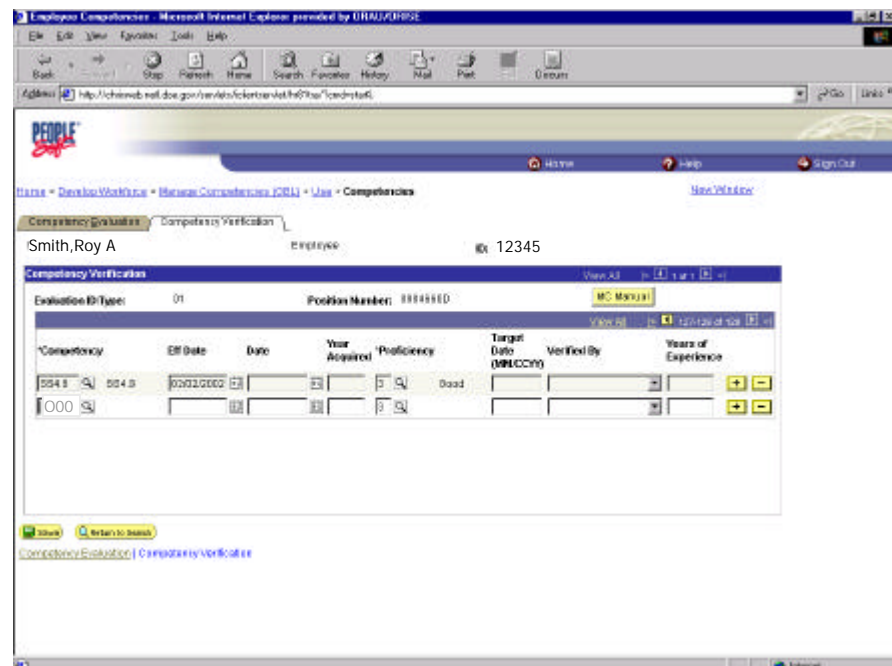
10. Click on the "Lookup" button.

    A list of competencies is displayed.
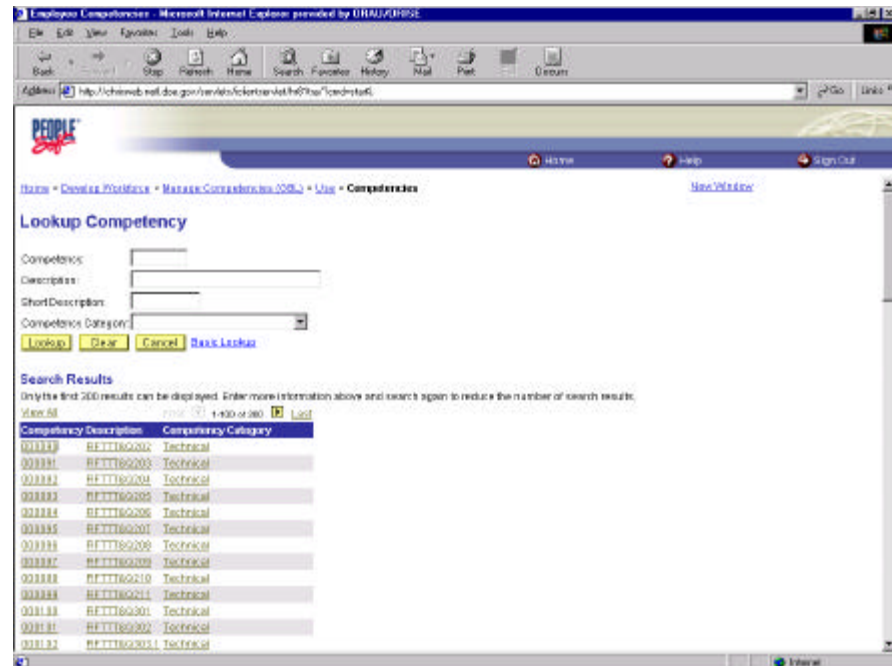
11. Select the appropriate competency.

    The competency number is displayed in the "Competency" field.

Continue adding competencies by following steps 8-11.

12. Click on the "Save" button when all the competencies have been added.